Friday, December 12, 2025
12:00 PM
MONTHLY MEETING MINUTES

Board Attendees: Jeremy Traen, Elsie Motter, Leslie Bakken Oliver, Jana Theisen , Courtney Burgad-Wifall, Taylor Hort and Thomas Frei

Other Attendees: Lance Effertz, Laura Helbling, Jesse Hauser, William Woodworth, Terry Effertz, Amanda Myhre, Brittany Robitaille-Muffler, Christine Montgomery, Denise Andress, Kenny Wallace, Jessica Borchelt

I. Call to Order - 12:01 PM

II. Review of Meeting Minutes - Member Hort moved to approve the minutes from the October 24, 2025 meeting. Member Frei seconded the motion. Motion carried.

III. Consent Agenda - Member Burgad-Wifall motioned to approve the Consent Agenda A, B, and C. Member Frei seconded. Roll Call Vote: Jeremy Traen - Y, Elsie Motter - Y, Leslie Bakken-Oliver - Y, Taylor Hort - Y, Courtney Burgad-Wifall - Y, Jana Theisen - Y, Tom Frei - Y. Approved unanimously.

A. Licensed Addiction Counselor

1. Taylor Reese

B. Licensed Master Addiction Counselor

1. Gabrielle Rayfield
2. Teri Anderson (Johnson)

C. Registered Clinical Supervisor

1. Amanda Johnston

IV. Complaints - Chair Traen advised change to complaints where they are designated by number instead of by name of licensee the complaint is against.

A. 2025-6 - Tabled. Will be discussed at the January Board meeting.

B. 2025-7 - Member Bakken-Oliver advised complaint has not yet been investigated as response from licensee was just received. Tabled. Will be discussed at the January Board meeting.

C. 2025-11 - Vice-Chair Motter motioned to issue a Settlement Agreement due Ethics Code violation. Member Bakken-Oliver seconded. Roll Call Vote: Tom

Frei - Y, Jana Theisen - Y, Courtney Burgad-Wifall - Y, Taylor Hort - Y, Leslie Bakken-Oliver - Y, Elsie Motter - Y, Jeremy Traen - Y. Approved unanimously.

D. 2025-10 - Member Theisen motioned to issue a Settlement Agreement due to Ethics Code violation. Member Frei seconded. Roll Call Vote: Taylor Hort - Y, Courtney Burgad-Wifall - Y, Jana Theisen - Y, Tom Frei - Y, Jeremy Traen - Y, Elsie Motter - Y, Leslie Bakken-Oliver - Y. Approved unanimously.

V. **Brittany Robitaille-Muffler transcript review discussion** - Member Frei motioned to issue Settlement Agreement to meet academic requirements for two classes. Vice Chair Motter seconded. Roll Call Vote: Courtney Burgad-Wifall - Y, Jana Theisen - Y, Tom Frei - Y, Taylor Hort - Y, Jeremy Traen - Y, Elsie Motter - Y, Leslie Bakken-Oliver - Y. Approved unanimously.

VI. **Transcript Reviews-Staff Duty - Terry Effertz -** Terry notified the Board that Transcript Reviews will be handled by ESM administrators going forward. Any questions/concerns elevated to Terry and/or Lance. If no consensus is reached within ESM, then it would be elevated to a board member. This directive has come from the Governor's Office. Effective immediately for new transcript reviews.

VII. **Board Member CEU - Chair Jeremy**

VIII. **Process CEUs for supplementing education** - Tabled. Will be discussed at the January Board meeting.

IX. **Private Practice Requirements with Secretary of State - Attorney General Office** - Tabled. Will be discussed at the January Board meeting.

X. **Adjourn - 2:03 PM**

**The discussion of some of the above topics may be held in executive session rather than during the portion of the meeting that is open to the public. If this is a regular meeting, additional topics may be discussed. If this is a special or emergency meeting, the governing body's discussion will be limited to the topics and executive sessions listed above.*